

12.260 WARRANTS FOR ADULTS: SERVICE AND RECORDING

Reference:

Procedure 12.555 - Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders

Procedure 12.900 - Processing Juvenile Offenders

Purpose:

Establish a uniform system for handling warrants throughout the Police Department.

Identify the warrant service responsibilities of police districts/sections/units receiving warrants for service.

Policy:

District/section/unit commanders will continually review and evaluate the warrant load of the unit and ensure the load remains at a manageable level.

Procedure:

A. Recording Warrants

1. Hamilton County Central Warrants Processing Unit (CWPU) will prepare warrants and forward as follows:
 - a. Misdemeanor warrants will be forwarded to the appropriate unit based upon the defendant's address.
 - b. Felony warrants signed by citizens will be forwarded to Criminal Investigation Section (CIS).
 - c. Felony warrants signed by police officers will be forwarded to the police officer who signed the warrant.
2. CWPU will prepare warrants with the name, address, date processed, warrant number, charge, bond (if any), date of offense, and assigned district.
3. Warrants sent to the wrong district/section/unit will be forwarded to the correct district/section/unit through the interdepartmental mail.

- a. Form 481, Cincinnati Police Warrant Transfer, will be completed in duplicate.
 - 1) The original will remain with the transferring unit.
 - 2) The copy will be forwarded with the warrant.
4. Units will immediately enter warrants in the unit database.
 - a. Felony warrants will be assigned to the police officer who signed the warrant.
 - b. Misdemeanor warrants will be assigned to the beat officer who signed the warrant or who is assigned to the beat of the defendant's last known address.
 - c. City warrants for county residents will be assigned to the unit warrant officer.
 - d. An Open Warrant List will be printed and distributed on a daily basis to all district/section/unit personnel after warrant assignments are made.
 - 1) A listing of capiases issued on the previous court date will also be attached.
5. When a warrant is paid out or recalled by the Clerk's Office or Records Section, or bond is posted, CWPU will notify the assigned district/section/unit by teletype.
 - a. The units will note the recall in the unit database.
6. Record any information relative to a warrant on the Open Warrants List.
7. Process warrants for persons held at the Hamilton County Justice Center or other correctional facilities through CWPU.
 - a. When the serving officer learns of the incarceration, the officer will contact CWPU for further instructions.
8. At the end of each calendar month, all affected units will submit a Warrant Report. The report will include the following information:
 - a. Warrants on hand at the beginning of the work period.

- b. Warrants received during the work period.
 - c. Warrants processed during the work period.
 - d. Warrants on hand at the end of the work period.
9. At the end of each calendar month, all affected units will notify Patrol Administration of how many felony warrants were received and how many were served.

B. Serving Warrants

1. Service areas for warrants
 - a. Criminal warrants issued for City of Cincinnati cases ordered by the judiciary are the responsibility of the Cincinnati Police Department. The service areas for Hamilton County follow U.S. Postal zones. The following zones will serve as boundaries outside the City limits:
 - 1) Service areas for District Two: 45230, 36, 42, 43, 44 and parts of 45111 (Camp Dennison), 45140 (Loveland) and 45174 (Terrace Park) within Hamilton County.
 - 2) Service areas for District Three: 45211, 33, 38, 48 and parts of 45001 (Addyston), 45002 (Clevs), 45030 (Harrison), 45033 (Hooven), 45041 (Miamitown), 45051 (Mt. St. Joseph) and 45052 (North Bend) within Hamilton County.
 - 3) Service areas for District Four: 45212, 15, 16, 17, 37, 41, and 46 within Hamilton County.
 - 4) Service areas for District Five: 45218, 24, 31, 39, 40, and 47 within Hamilton County.
2. Record all information obtained about the wanted person on a Form 311 and return to the warrant officer.
3. If the warrant can be served at an address different than the one listed, the police officer will complete a Form 481 and forward it to the correct district/section/unit.
4. Units will attempt to serve the warrants within a 30 day period.

- a. Do not return "Unable to Serve" within the 30 day period when there is an indication the subject lives at the listed address.
 - 1) In multiple-unit dwellings, at least two persons, identified by name, must verify the subject does not live at that address.
 - 2) Contact the manager or owner of the dwelling for verification and possible forwarding address.
- b. If the wanted person moved or is not known to reside at the stated address, check the City Directory, Telephone Directory, Regional Crime Information Center (RCIC) system and the Internet (www.courtclerk.org, etc.) for a new address.
- c. If no information is secured by these means, request the post office branch serving the area to furnish a forwarding address.
 - 1) Use a Form 675P, Address Information Request, to contact the post office.
- d. Canvass the neighborhood for information concerning wanted persons (neighbors, store clerks, postal workers, etc.).
- e. If there are children of school age in the wanted person's family, contact the Cincinnati Public School's Student Information System (Phone: 363-0380) for the student's current address.
 - 1) For this purpose, provide the full name of the child, birth date or age, and the names of both parents.
- f. Explore the possibility of a transposition of street numbers or the chance the named street might be in a neighboring community.
- g. When returning a warrant "Unable to Serve", officers will note on the Open Warrants List the reason for this and forward the warrant to the warrant officer.
 - 1) The unit will note the information in the unit database.

C. Cold Case Warrants

1. Felony warrants unable to be served after the 30 day period will be considered cold case warrants. The Major Offenders Unit (MOU) Commander will request RCIC initiate a query of the master name file. RCIC will return a list of persons who have a warrant for any felony of violence outstanding for more than 30 days. The MOU Commander will identify the most violent offenders and develop a list for dissemination. This list will be divided into the following two categories and sent to the investigative units.
 - a. Offenses normally investigated by the Patrol Bureau.
 - b. Offenses normally investigated by the Investigations Bureau.
2. MOU will maintain a Cold Case Fugitive spreadsheet and ensure the spreadsheet is updated with all events involving each cold case fugitive.
3. Monthly, MOU will select up to 30 names from the Patrol Bureau warrants list and up to six will be selected from the Investigations Bureau warrants list. Each name will be listed on a Form 637, Cold Case Fugitive form.
4. MOU will forward the Form 637 to the Intelligence Unit, who will:
 - a. Conduct a preliminary investigation.
 - b. Note useful data on the Form 637.
 - c. Return the form to MOU.
5. MOU personnel will process the Form 637 based on the preliminary investigation.
 - a. If the fugitive is deceased, MOU personnel will complete the necessary paperwork to have the warrant removed from files and databases.
 - b. If the fugitive is incarcerated, MOU personnel will process holders and, when appropriate, arrange for extradition.

- c. If the fugitive is neither deceased nor incarcerated, the MOU Commander will assign the Form 637 for follow-up investigation to:
 - 1) The Violent Crime Squad of the district nearest the fugitive's most likely, or last known, location if the warrant is for an offense normally investigated by the Patrol Bureau.
 - 2) The Special Investigations Squad if the warrant is for an offense normally investigated by Investigations Bureau.
- 6. If an arrest is made, return the Form 637 to the MOU Commander with pertinent data related to the arrest.
- 7. If no arrest is made within 30 days, return the Form 637 to the MOU Commander. Include all data obtained regarding the fugitive.
- 8. MOU personnel will update the Cold Case Fugitive spreadsheet and file the Form 637.
- 9. Under certain circumstances MOU will request assistance from the U.S. Marshal's Service for the service of warrants.